



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND, VA 23218-2120

May 30, 2008

ADDENDUM NO. 2 TO ALL OFFERORS:

Reference - Request for Proposals:	RFP# DOE 2008-06
Title:	Evaluation of Virginia Department of Education's Pilot Programs for Response to Intervention
Dated:	May 12, 2008
For Delivery to:	Virginia Department of Education
Proposal Due Date:	2:00 PM, June 10, 2008

As a result of the questions received from potential offerors and the Preproposal Conference, the following items are hereby clarified:

1. What is the state RtI budget?

There is no set budget in the Appropriations Act. VDOE has approximately \$400,000 for the two year contract. We suggest that where possible, offerors provide DOE with various levels of service options with cost associated with each, for example from the service and associated cost required to meet a minimum standard; the services available and associated cost for DOE to purchase more comprehensive or possibly "gold standard" services.

2. What type of contract is anticipated (firm fixed price, time & materials, cost reimbursable?)

This will be a firm fixed price contract.

3. What is the estimated level of effort?

Please use the requested services as a guide to determine what level of effort is required to meet the project needs; where possible, offerors can considering offering a menu of services that can meet the project goals for minimum and more comprehensive services.

4. On page 3 the RFP states, "The names and locations of the 16 schools will be provided at the preproposal teleconference." What are the names of the 16 districts?

See the attached list.

5. How were the schools selected?

DOE had an application process. The application included the criteria for consideration and is available in VDOE's Superintendents Memo No. 41 which can be found at the following link: http://www.doe.virginia.gov/info_centers/superintendents_memos/2008/02_feb/inf041.html

Consideration in DOE's selection process was also given to working with a set of schools with diverse characteristics, such as Title I and non Title I schools, rural and urban settings, and different sized enrollments.

6. Will the contractor have access to the proposals submitted by the schools?

Yes.

7. On page 4 under Section III, item 6, can you please expand on what is meant by, "Expansion of initial findings for the above?"

The work begun in year 1 should continue in year 2 to provide more information on the aspects of the evaluation that were the focus of year 1.

8. On page 6, Section 3, Training and professional development, how many training sessions are planned and where are they located? How many visits to each are required?

The plan is to hold one training session per month during the first year of the contract and 6 totals for the second year. However, the schedule may vary, depending on school needs. Training locations will vary by month, either in Richmond or in close proximity to participating schools. Please note that the first training session is scheduled for July 7-11 in Richmond, VA.

9. On page 7, Section 5, Student outcomes, the RFP has a deliverable due August 2008 though the project is to start September 1. Which is correct?

The start date of the contract has been changed to July 1. However, should this date slip then the August deliverable will slip as well.

10. Reference page 7, Section 5, Student outcomes, please describe the expected data system for the longitudinal study. Are RtI data to be added to EIMS or maintained as a separate database, or something else?

This is to be determined based upon the proposed method and data elements submitted by the contractor as well as internal DOE discussions.

11. Who will have access to the above mentioned data system?

This will be determined as the system is established, based on the required data elements and internal VDOE discussions. Currently, VDOE has some systems that are accessible to authorized users in the localities, and others in which that access is more limited.

12. In the criteria for evaluating the proposals no points are specified. Could VDOE provide us with more guidance?

The points to be used during the evaluation process will be posted the morning of the due date. However, the Scoring Criteria has been changed to the following:

<i>CRITERIA</i>	<i>POINT VALUE</i>
Organization's qualification, experience, and depth of expertise	
Proposed theoretical framework	
Description and quality of research methods	
Quality of communications plan	
Quality of writing sample	
Cost	
Participation of small businesses in the program	20
<i>Total</i>	<i>100</i>

13. On page 11, under Section IV B, Specific Proposal Instructions, could the VDOE clarify the differences between proposed theoretical framework and proposed theoretical basis from the list of evaluation criteria?

The theoretical framework referred to the evaluation as a whole; the theoretical basis referred to the theoretical rationale for the measures of fidelity. The theoretical basis line was removed from the evaluation criteria. Note that the theoretical basis for the measures of fidelity is still a component of the written narrative (see RFP page 11), and will be evaluated as part of the description and quality of research methods.

14. Do the technical proposal and cost proposal need to be submitted in separate volumes, and separate seal envelopes, or should they be bound together?

The technical proposal and the cost proposal do need to be submitted separately. However, they can both be in the same shipping package.

15. What data is currently available that will be made available to the contractor?

VDOE currently maintains statewide test data on students in grades 3 and up, as well as descriptive information such as demographics, special education status, English language learner status, and more. For more information on descriptive data elements, see http://www.doe.virginia.gov/VDOE/Publications/student-coll/07-08/src_07.html.

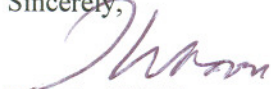
16. A copy of the Preproposal Conference may be listened to by following these instructions:

1. To access the conference, dial US/Canada - 888-899-7904 or International/Local - 706-679-5560
2. At the prompt, enter the Playback ID which is 088116148 followed by the pound sign (#).
3. The playback will begin.

The following keypad commands are available during the conference playback:

- 3 Fast forward 30 seconds
- 7 Rewind 30 seconds
- # Pause/Resume playback
- * Exit playback

Sincerely,



Timothy W. Moore

Associate Director for Procurement

Note: A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original RFP cover page. The original RFP cover page must also be signed.

Name of Firm

Signature

Date

Title

RtI Pilot Site Recommendations...

	Grade Levels	Enrollment	Title I	Instructional Support Team
<u>REGION 1</u>				
Goochland County				
1. <i>Randolph Elementary</i>	K-5	433	No	No
<u>REGION 2</u>				
Portsmouth City				
2. <i>Simonsdale Elementary</i>	K-5	311	Yes	No
Northampton County				
3. <i>Kiptopeke Elementary</i>	K-5	490	Yes	Yes
<u>REGION 3</u>				
Gloucester County				
4. <i>Petsworth Elementary</i>	K-5	356	Yes	No
<u>REGION 4</u>				
Loudon County				
5. <i>John Tolbert Elementary</i>	K-5	975	No	No
Manassas Park				
6. <i>Cougar Elementary</i>	K-5	825	Yes	No
Prince William County				
7. <i>Mary Williams Elementary</i>	K-5	705	No	No
Shenandoah County				
8. <i>Sandy Hook Elementary</i>	Pre K-5	1000	No	No
<u>REGION 5</u>				
Augusta County				
9. <i>Beverly Manor Elementary</i>	K-5	353	Yes	No
Bath County				
10. <i>Valley Elementary</i>	Pre K-7	237	Yes	No
<u>REGION 6</u>				
Alleghany County				
11. <i>Mountain View Elementary</i>	Pre K-5	585	Yes	No
Martinsville City				
12. <i>Albert Harris Elementary</i>	K-5	500	Yes	No
<u>REGION 7</u>				
Pulaski County				
13. <i>Pulaski Elementary</i>	K-5	593	Yes	Yes
Smyth County				
14. <i>Marion Primary</i>	Pre K-2	471	Yes	No
<u>REGION 8</u>				
Mecklenberg County				
15. <i>Chase City Elementary</i>	Pre K-5	510	Yes	Yes
Prince Edward County				
16. <i>Prince Edward Elementary</i>	Pre K-4	1120	Yes	No